

President's Report

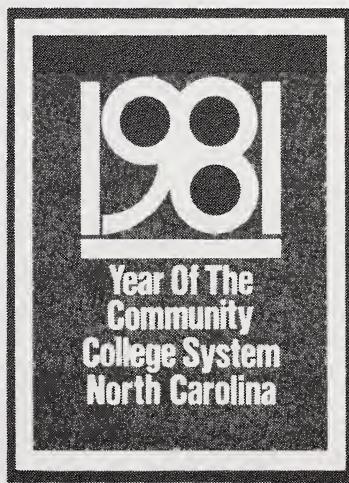
**Robeson
Technical
College**

1980—1981

Robeson Technical College

Drawer A

Lumberton, N.C. 28358

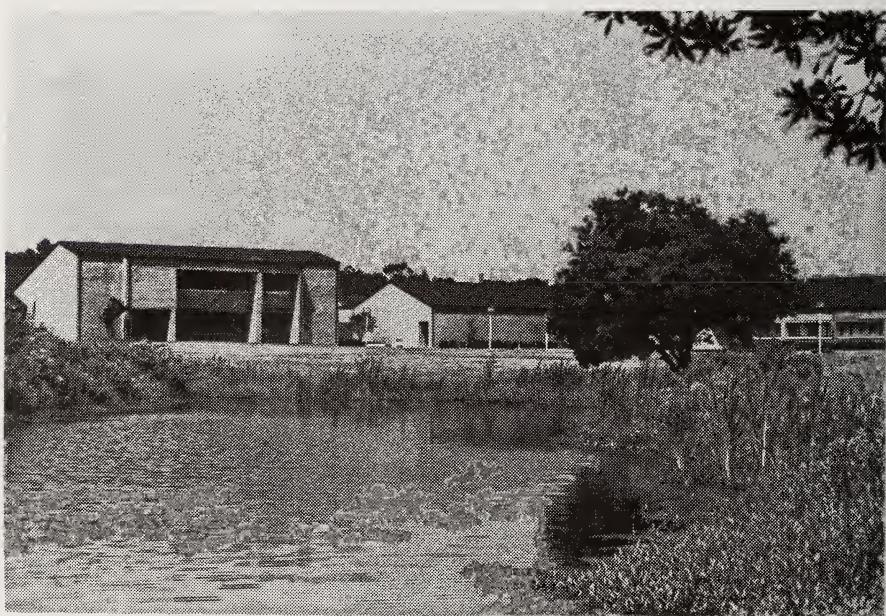


Memberships

**Southern Association of
Colleges and Schools**

**National Association of
Community College Trustees**

**North Carolina Association of
Colleges and Universities**



President's Message



This report is a reflection of the educational opportunities available to adults at Robeson Technical College during the past year. Realizing that approximately 10,000 Robesonians take advantage of these offerings, the faculty and staff have spent much time reviewing the quality of our instructional programs, and surveying the employment and enrichment needs of the community. The result is an up-to-date long-range plan for added programs, facilities and equipment.

Our one aim is to meet the needs of adult education in this area. We look to the community, to our County Commissioners and to the General Assembly for the support to achieve that goal. As the community grows, so must Robeson Tech grow -- in facilities, equipment, programs and services. Robeson Tech gladly accepts the challenges of the fast-changing requirements in this progressive community.

Craig Allen
President

Philosophy, Purpose and Objectives

Robeson Technical College subscribes to the philosophy that every individual has the right to pursue further education compatible with his interests and abilities. Therefore, as an open—door institution, it provides a range of educational programs of general, occupational, and cultural education to meet the needs of adults within the region it serves. The institution helps promote continued industrial, business, and economic growth; and further, it assists in the development of cultural activities which are of interest throughout the service area.

The purpose of Robeson Technical College is to make available for adults a broad range of educational opportunities providing for individual backgrounds, interests, abilities, financial resources, career choices, and other needs. To achieve this purpose, the College provides educational opportunities to enable each individual to develop to the maximum extent of his abilities, needs, and goals compatible with the needs of a democratic society. Programs will continue to be developed which will afford the individual the opportunity to understand his needs for continued growth and development in the areas of mental and physical health, cultural, social, civic, and moral responsibilities, creative expression, aesthetic appreciation, economic insight, worthwhile leisure activities and career aspirations.

To achieve these purposes, Robeson Technical College has the following specific objectives:

1. To provide general educational opportunities for adults regardless of their previous educational experiences.
2. To provide two years of general education leading to the Associate Degree in General Education.
3. To provide certificate, diploma, and Associate Degree programs to prepare students for employment in various occupations.
4. To provide leadership and to serve as a center to foster cultural, economic and social development in the community.
5. To provide cooperative co-educational programs with various governmental agencies for the disadvantaged and handicapped citizens of this area.
6. To provide short-term occupational courses for adults who need retraining or additional job skills.
7. To provide counseling and other guidance services to meet individual needs of the citizens of the area.

The Leadership

State Board of Community Colleges

Carl Horn, Chairman

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Department of Community Colleges

Dr. Larry J. Blake, President

Legislative Delegation

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Representative David Parnell
Representative Horace Locklear
Representative William C. Gay

Robeson County Board of Commissioners

Herman Dial, Chairman
Sammy Cox, Vice Chairman

Jack Morgan
Carl Britt
H. T. Taylor
J. W. Hunt
Bill Herndon

Paul Graham, County Manager

The Governing Board

The Board of Trustees is a policy-making body that elects the president and sees that he carries out the policies. The trustees provide adequate long-range planning and secure adequate financial support for the institution. They also stimulate local interest in progressive improvement of Robeson Tech.

The trustees serve for eight-year terms and meet every second Monday night of the month. The secretary preserves the minutes of all official meetings.

BOARD OF TRUSTEES

A. D. Lewis, Jr., Chairman
Glenn A. Maynor, Vice Chairman
R. Craig Allen, Secretary

APPOINTED BY COMMISSIONERS OF ROBESON COUNTY

Herman Dial
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John L. Carter
A. D. Lewis, Jr.
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APPOINTED BY GOVERNOR OF NORTH CAROLINA

Gene Ballard
*J. Mark Brooks
Milton Ray Hunt
Glenn A. Maynor

*Deceased

Fiscal Affairs

Fiscal Affairs handled revenue of more than three million dollars during the year, with the annual payroll for full-time and part-time employees topping two million dollars. Approximately 90% of the operating funds come from the state. Local funds provided by Robeson County (about 10%) went for maintenance personnel salaries, building repairs and plant operation.

State appropriations pay for equipment necessary in vocational and technical training. During the past year over \$119,000 worth of equipment was purchased, making a total inventory on hand of about \$779,000.

Total investment in facilities has been \$2,454,000 to date. No money is available at the present time for further expansion.

The current long-range study shows the present facility needs and also the immediate needed expansion for future services. Of first priority are classrooms, laboratories, shops, and faculty offices which amount to 36,000 square feet. Other facilities, listed in order of need, are a Learning Laboratory, Library Resource Center, custodial buildings (for warehouse, security, and vehicles), teaching theater, and an administrative area. A shifting to these new facilities would provide expansion for areas that are now grossly overcrowded. These needs cover 106,000 square feet at a present cost of \$6,372,000.

Library

Major Accomplishments for the Year

Circulation total for magazines and books was 4,909; patrons received 643 microfiche and microfilm copies.

Establishment of a departmental library for nursing students on the premises of the new facilities for the ADN program near Southeastern General Hospital. This project required:

- (1) acquisition of many new books and journals in order to have a completely up-to-date collection, and in order to maintain a nursing collection on the main campus for Nursing Assistant students;
- (2) assignment of selected AV equipment and materials for permanent on-site availability;
- (3) arrangement, through coordination with the Robeson County Human Resources Department, to provide a full-time library assistant to supervise the nursing library, assist students, and serve as a liaison with the main library.

Addition of new storage equipment for expanding library collections:

- (1) a card catalog unit which adds 25% more filing space,
- (2) a vertical file cabinet which doubles space for pamphlets and clippings,
- (3) a microfilm cabinet which increases microfilm storage space by one-third,
- (4) a microfiche cabinet.

Acquisition of a major reference/research service called **Newsbank**, which is a newspaper research service on microfiche. This subscription service enlarges the library's information resources to include permanently preserved newspaper articles.

Acquisition of a microfiche attachment for the microfilm reader/printer, which renders microfiche capability in addition to microfilm.

Complete overhaul of the periodical storage room for improved shelving space; purchase of storage boxes for optimum maintenance of back issues; and preparation of a subject list of periodical holdings to complement the annually revised title list.

Compilation of a bibliography of AV software holdings which will continue to be updated and revised annually.

Improvement of storage space areas in both AV storage rooms through the relocation of Learning Laboratory materials from the AV equipment room and relocation of filing cabinets and card catalogs from the AV software room, plus the addition of temporary shelving in the software room.

Acquisition of a large U-matic video recorder/player which greatly expands video capabilities, plus successful integration of videotape services into the educational program.

Major Goals for Next Year

Development of the library collection to service the new curriculum courses which will begin in the fall.

Continued investigation of the feasibility of a purchased security system which has been recommended by the RTC Library Committee as the best deterrent to losses of materials.

Placement of a coin-operated copying machine in the library and a change of policy regarding distribution of free copies as a step to conserving library supply funds.

Installation of storage cabinets in the library workroom plus additional permanent shelving in the AV storage rooms to accommodate the expanding resources of the AV department.

Emphasis on expansion of the AV materials holdings. Particular attention will be given to the 16mm film collection and to the acquisition of pre-recorded educational video cassettes to be used with the newly acquired video equipment.

Continuation of efforts to address the space needs of the entire library but with significant attention to the limitation on AV services (production, maintenance, and on-site utilization) caused by inadequate facilities.

Student Services

Student Services is responsible for a wide scope of support services to the student. Among these services are: testing and test interpretation, professional counseling, financial management, extracurricular activities, job placement, referral to other agencies, record keeping and transcript services, services to veterans, recruitment activities inclusive of on-campus tours and off-campus visitations, orientation, and services for the handicapped.

The counseling staff, in collaboration with the faculty and administration, seeks to help uncover the full range of educational, occupational, financial, and social resources that a student may use. In this attempt, members of the staff are available during the day, as well as the evenings, Monday through Thursday.

Major Accomplishments

- (1) Handled records for 10,272 adults (unduplicated head count) who attended curriculum and extension classes.
- (2) Added Continuing Education to existing computer operations. Refinements were made in curriculum computer operations.
- (3) Testing program for admission purposes was refined and improved.
- (4) Organized and carried out the college's first job fair. This was a very successful undertaking and will become an annual affair.
- (5) Initiated a survey instrument for the purposes of evaluating the personnel and functions of the Student Services Division. Full-time faculty, part-time faculty, and students were participants in this survey. Results have been compiled and will be used as a guide to improve upon the effectiveness of the Student Services Division in the 1981-82 school year.
- (6) The addition of a part-time recruiter and the use of peer recruiters expanded and improved recruitment efforts.
- (7) Special attention was given to dropouts in an effort to determine the reasons for student terminations. The results are being used as part of our efforts to improve student services.
- (8) Through the employment of a half-time counselor, expanded services were made available to CETA students. The effectiveness of the counseling and advising function was greatly enhanced.

- (9) Through the cooperation efforts and assistance of the Student Government Association, several school projects were carried out. These projects were of a permanent basis and will be of benefit to future classes and to the college.
- (10) Coordinated efforts with the SGA and general administration to change and improve snack bar and vending operations. The change has been quite successful, improving food quality and operational hours.
- (11) Brought up—to—date all students records and accomplished goal of having **all** student records put on microfilm.
- (12) Conducted a survey on graduates and early leavers with marketable skills for all curriculum programs. This survey will be continued and conducted annually.

STUDENT FINANCIAL AID

1980 — 1981

Basic Grants	\$312,292
College Work—Study	14,687
Scholarships, local grants, and institutional employment	<u>12,291</u>
Total	\$339,270

Major Goals

- (1) Continue to emphasize the importance of student retention, the follow—up of dropouts, and improve upon our methods of detecting potential dropouts.
- (2) Improve the counseling services provided by the Student Services Division.
- (3) Add additional services to the computer operation of the college.
- (4) Improve efficiency and effectiveness of placement activities.

Degree and Diploma Programs

A total of 1,826 students enrolled in the 23 vocational and technical programs last year. Classes were held on the Robeson Tech campus and the Barker Ten—Mile campus. The Nursing Education classes and clinical practices were held at Southeastern General Hospital.

Students in vocational programs received "on—the—job" training through live projects for nonprofit organizations in the community; they learned in the classroom and shops, then practiced what they learned in actual work situations.

Plans for additional offerings next year must of necessity fit into present facilities. Four existing programs will be revised in order to add more specialization in these individual areas.

Daytime Curriculum Programs

Major Accomplishments

Completed study of needs for computer training in the college's accounting, business administration, and secretarial programs, and purchased micro—computers that will be used in these programs beginning with the fall quarter of 1981.

Restructured present one—year Radio, Television and Electronic Servicing program to a two—year Electronic Servicing program, which begins with the fall quarter of 1981.

Established three additional quarters for the Automotive program. These additional quarters will be optional to graduates of the present one—year program. Training in the second year will be in the Automotive Diesel area.

Began the Associate Degree Nursing program with 25 students enrolled for the first year's study and 25 LPN graduates enrolled for the second year of study.

Completed studies for the establishment of:

- (1) Industrial Maintenance program in 1982;
- (2) Electronic Data Processing program in the Business Department in 1983;
- (3) Electronic Engineering Technology program in 1983.

Sixty students in the Developmental Studies program strengthened their backgrounds in basic areas as preparation for entering diploma and degree programs. Thirty-six students received classroom instruction and clinical training for employment as nurse's aides.

Evening Curriculum Programs

Major Accomplishments:

- (1) Added a new program in Money and Banking to the evening schedule.
- (2) Provided workshops in professional growth for part-time and full-time faculty.
- (3) Live projects were provided in order to enhance experiences for all part-time vocational classes.
- (4) Welding, Carpentry, and two Developmental Study courses were offered at the Robeson County Correctional Unit.

Major Goals for Next Year

- (1) Add a Diesel program to evening course offerings.
- (2) Initiate a new program in Safety Alarm Training for home and business protection.
- (3) Develop a remedial typing course in order to meet the needs of some of the students.
- (4) Integrate computer training into the existing business courses.
- (5) Develop a certificate program in the Machinist curriculum for evening students.
- (6) Provide articulation and leadership in the development of courses for the American Institute of Banking Chapter in the Robeson County area.

Basic Education

Principal areas: Adult Basic Education
Adult High School Education
Comprehensive Employment Training Act
Human Resources Development
Learning Laboratory
General Educational Development (GED) Tests

Major Accomplishments for the Year

The Basic Education Department had 169 classes with 3,134 registrations for 349,528 membership hours. These programs were operated from 14 budgets funded by Federal, State, and local monies.

The local ABE staff worked with ABE staff members from other programs within the Community College System to develop an ABE Orientation Handbook for Instructors and Administrators of ABE Programs. Also, the staff is in the process of developing an instrument to be used in the annual evaluation of the Basic Education Programs.

High school students in North Carolina are required to pass the Competency Test prior to receiving a diploma. Of the 159 adult high school students tested at Robeson Tech this year, 71.60% passed the math and 83.33% passed the reading test for an average of 77.35% passing both sections of the test. This was an increase over the percentage that passed last year.

One hundred eighty-eight graduated from the Adult High School Program.

One hundred nine passed the General Educational Development (GED) tests and were issued a High School Equivalency Certificate.

Several Basic Education staff members have taken college courses this year. Four are working on Master's Degree programs and three are doing undergraduate work. Sixteen of our staff members have taken one or more staff development courses this year. Ninety-five percent of our part-time instructors have attended in-service training programs.

Major Goals for Next Year

- (1) Provide in-service workshops on the new ABE orientation handbook for instructors.

- (2) Implement and develop the annual evaluation plan for the Basic Education Program.
- (3) Continue to strengthen the basic education curriculum in order to provide a better program and help an even larger percentage pass the Competency Test.
- (4) Develop a new policy and procedures manual for adult high school instructors.
- (5) Work with Job Service in order to develop a more comprehensive employment service for HRD students.

1981 Graduates

192

160

128

96

64

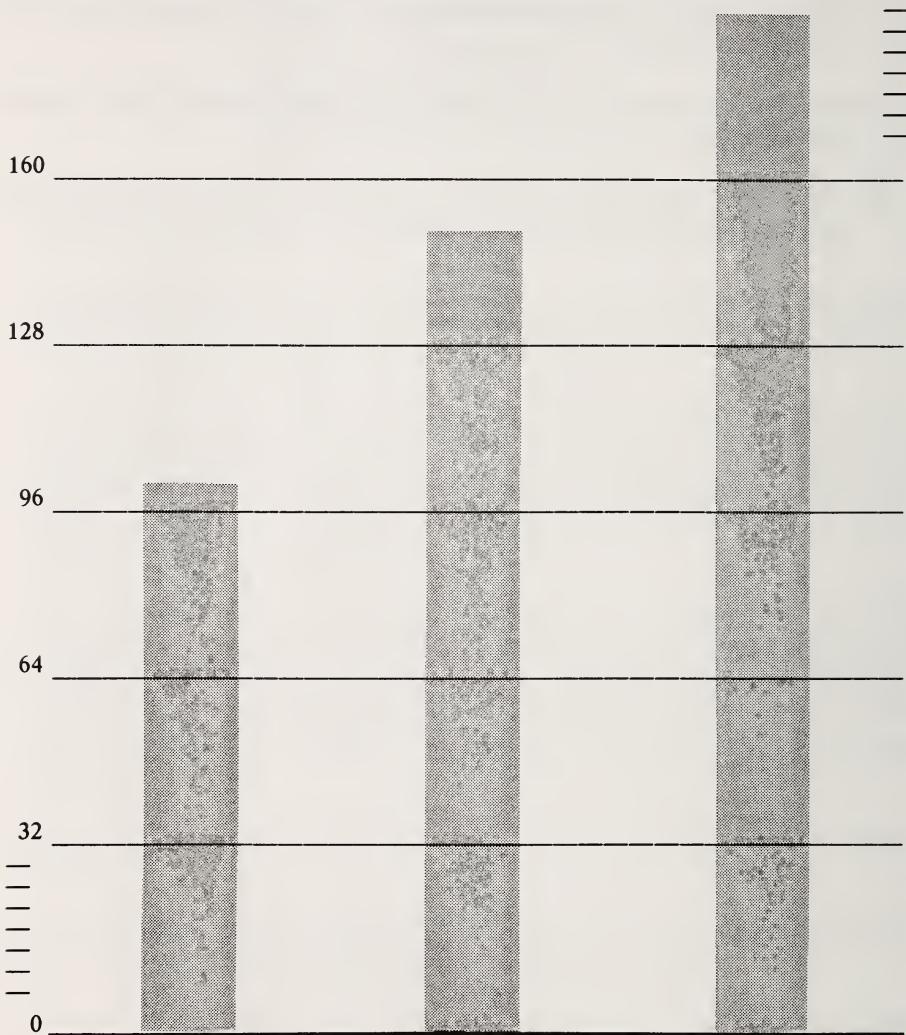
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Degree

Diploma

Adult High School



Occupational Education

Principal areas: Non—curriculum vocational—technical courses
New and Expanding Industries
Fire, Police and Rescue Training
Civil Preparedness Training

Major Accomplishments:

A total of 4,826 students enrolled in 262 classes during the year to improve their job performance.

Several local, state, and national agencies certify Occupational Extension courses to standardize specialized types of training. Cooperating and certifying agencies include:

- North Carolina Real Estate Licensing Board
- North Carolina Nurses Association
- Life Insurance Underwriters Association
- North Carolina Criminal Justice Training and Standards Council
- National Executive Housekeepers Association
- North Carolina Office of Emergency Medical Services
- Robeson County Health Department
- American Heart Association
- American Red Cross
- North Carolina Board of Cosmetic Arts
- American Institute of Banking
- N. C. Department of Community Colleges
- N. C. Department of Natural Resources and Community Development

In cooperation with the Region N Council of Governments, Robeson Technical College offered courses in cardiopulmonary resuscitation techniques in every section of the county. The goal was 2% of the adult population trained this year and 5% next year. Eight hundred fifty in 45 classes met the requirements and received CPR certificates from the American Heart Association.

Robeson Tech provided up—grading, in—service training, fire brigade training, first aid, CPR, and management training for 475 employees in 29 classes at 15 industries during the year.

The National Executive Housekeepers Association Certification Program concluded with fifteen (15) executive housekeepers from seven hospitals completing the 320—hour program. The program lasted more than two years.

Other local agencies and groups that received specialized training include:

- more than 500 people who completed the Foodhandler's program and were certified by the county health department
- 120 ambulance, rescue, fire and law enforcement personnel who were trained in the Emergency Medical Technician program. More than 100 took the refresher course for recertification.
- 760 local firefighters who received more than 8,948 hours of firefighting techniques in 28 classes
- 28 local waste treatment plant operators who enrolled in classes for Grades I and II certification by the N. C. Department of Natural Resources and Community Development
- 203 law enforcement officers who received 11,544 hours of in-service training in 17 classes
- 44 teachers and aides in two school systems who enrolled for renewal credit in School Law courses taught in their school systems
- 125 county school cafeteria employees who participated in a School Food Production course to improve cooking skills; additionally, 127 county school food service employees completed a 20-hour Food Service Energy Conservation course
- 67 bank employees who received formal training in basic banking principles

Fire Service Training classes were held at the following locations:

Converse Rubber Company
Temptation Hosiery
North Raeford Fire Department
Smyrna Fire Department
Deep Branch Fire Department
Allenton Fire Department
Alamac Knitting Division
Maxton Fire Department
Philadelphus Fire Department

Northwoods Fire Department
East Howellsville Fire Department
Shannon Fire Department
Pembroke Fire Department
Lumberton Fire Department
Evans Crossroads Fire Department
St. Pauls Fire Department
Saddletree Fire Department
Robeson Technical College

Courses for industries were held at the following locations:

Acme Electric Corporation
Alpha Cellulose Corporation
Converse Rubber Company
Alamac Knitting Division

Royal Development Corporation
Kendall Company
Lumberton Knitwear
Temptation Hosiery

Stedman Corporation
Universal Packaging Corporation
Lumberton Dyeing and Finishing
Kayser Roth Hosiery, Inc.

Boise Cascade Corrugated Container
Division
Elkay Southern Corporation

Major Goals for Next Year:

- Increase program offerings to further meet the training needs of business and industry throughout the county
- Reach the goal of training 5% of the adult population of the county in CPR techniques in a two—year period
- Design, develop, and offer more specialized, innovative short courses and workshops to meet the in—service training needs of professional and para—professional groups.

Enrichment Education Department

Major Accomplishments for the Year

A total of 3,178 students enrolled in 227 Enrichment Education classes.

Twenty—two classes were coordinated with the Community Schools Program for 6 different public school locations.

Twenty—three classes were successfully registered for senior citizens at 10 different nutrition sites.

One hundred hours of class were completed in drawing and oil painting for students in the Robeson County Prison, and 150 hours of craft classes were completed in two nursing homes.

Enrichment Education coordinated activities for Ms. Artemis Bedros, Visiting Artist at Robeson Technical College. Aside from her many appearances in the community, Ms. Bedros exchanged performances with visiting artists at Brunswick Technical College, Coastal Carolina Community College, and Wake Technical College. Other "extras" included fourteen musical performances for school children during Music Education Week.

Major Goals for Next Year

To better serve the people in small communities by offering courses that interest them in their community.

To continue offering courses according to public demand, as well as develop new courses.

To provide Enrichment Education instructors with better methods of teaching the adult student.

To improve communication lines with the various news media through the Marketing Director.

